

Date: 02-08-2021

Suspension Letter

Employee ID: APD-1234

Name of Employee: John Smith S/O Zaryab Mansoor

Designation: Manager Business Intelligence

Department: Business Process Automation

CNIC #: 4210110245711

TM/HOD: Zaryab Mansoor

Reason: test

Day(s): 3

We rely upon each employee to perform their jobs to the best of their ability and at a satisfactory level as well as to abide by our policies, which are designed to make our working environment a positive and productive one. As a member of our team, when you fail to meet these expectations, it has a negative effect on the company and on your co-workers, which is not acceptable.

Due to the seriousness of the situation as in above mention reason, you are receiving a 3 day Suspension without pay. The Suspension will be served on **(02-08-2021, 03-08-2021, 04-08-2021)**.

I agree to the suspension that has been given to me, which had its validity and is being handed out with a way to rectify myself, as to how may refrain myself from committing to any mistakes In future.

Signature & Date

Issued By: Human Resources
Team Leader: Zaryab Mansoor

Note: All HODs please make note of all the dates amendment in order to comply with company policies and office decorum. Please contact HR in case of any query or concern.



021-35294929



2nd Floor, 66c-68c, 25th Street,
Phase V Tauheed Commercial Area,
Karachi, 75500.



www.appedology.pk